Worldwide Workshop

TRAINING PRESENTATIONS FOR:
The Dining Facility Manager and
The Food Program Manager

AFMIS Processes & Procedures

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- **INTRODUCTION – How to…**
- **EQUIPMENT REPLACEMENT – Step by Step…**
- **MENU PLANNING & MANAGEMENT – Cost Analysis**
- **INFORMATION TOOLS** – WEB…
- **MANAGEMENT RESOURCES** – Your Tool Box and More…

(Click here to access the Manager's Tool Box.)

AFMIS Training

Visit: www.quartermaster.army.mil/aces

How to use this Presentation Disk

This presentation disk was developed to assist the Senior Food
Operations Sergeant (SFOS), Dining Facility Manager, and the Installation Food Program Manager (FPM) when operating the Army Food Service Management Information System (AFMIS).

On this disk you will find:

1. The Equipment Replacement Process Presentation – This is a step-by-step overview of how the process should be used and managed in AFMIS.

2. Menu Planning Presentation – This is a short overview of the DFAC menu planning process and FPM recipe maintenance process.

3. Information Websites – This is a preview of the ACES Web, the Learning Management System, and the Army Training Help Desk websites that can be used for information and training.

4. Manager's Tool Box – This is a mini-web based program with all the "Required and Related" regulations needed IAW AR 30-22: and more…

Click to continue…

How to use this Presentation Disk

- To use the presentations and programs on this disk, simply click on the “Links” found on the Introduction Slide for the presentation or program you wish to view.
- Throughout each presentation, you will find the following links:

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These will show up either on the first, or last, presentation you are viewing. Clicking on the “Home” link will return you to the Introduction Slide. Clicking on the “Return” link will return you to the beginning of the current presentation. Ending a presentation will also return you to the Introduction Slide.

- The Management Resources link will open in your Internet Browser and launch a mini-web. Links within this program will open in separate windows.
- Visit the ACES Web, AFMIS Training, for additional information.

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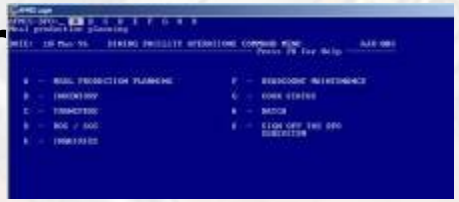
DFO / FPM Processes

This presentation will cover the step-by-step processes required to effectively manage equipment using AFMIS.

Topics:

- **Beginning the Process**
- **CTA 50-909 / FEDLOG**
- **LIN / NSN Identification**
- **DFO Processes**
- **FPM Processes**
- **Budget Repor**



|Home|

References

DFO Manual

FPM Manual

CTA 50-909

Web Training

DA Form 3988

DFO Menu Tree

FPM Menu Tree

Using AFMIS will ensure you have the “tools” and reports needed for proper budgeting…

Beginning the Process

Step One

The process begins with the Senior Food Operations Sergeant (SFOS) / Dining Facility Manager. He or she receives equipment in the dining facility, and when required, updates equipment records. Accuracy and the availability of information is important. They should:

New Equipment (PV Program)

- **Gather as much information as possible.**
- **Prepare DA Form 3988.**
- **Verify if equipment can be enter into AFMIS.**
- **Send DA From 3988 forward to FPM.**

Existing Equipment

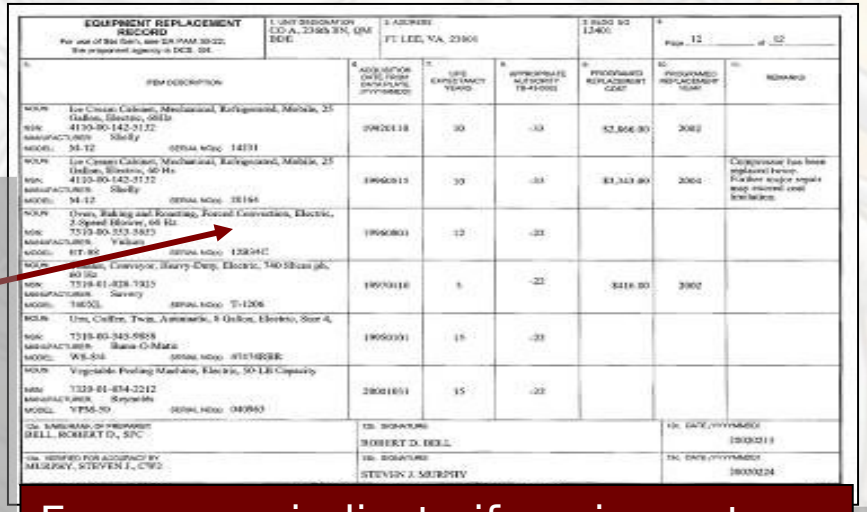
- **Ensure equipment is entered in AFMIS correctly.**
- **Check NSN and/or LIN against the hand receipt (PBO).**
- **Record discrepancies on DA Form 3988.**

Beginning the Process - DFAC

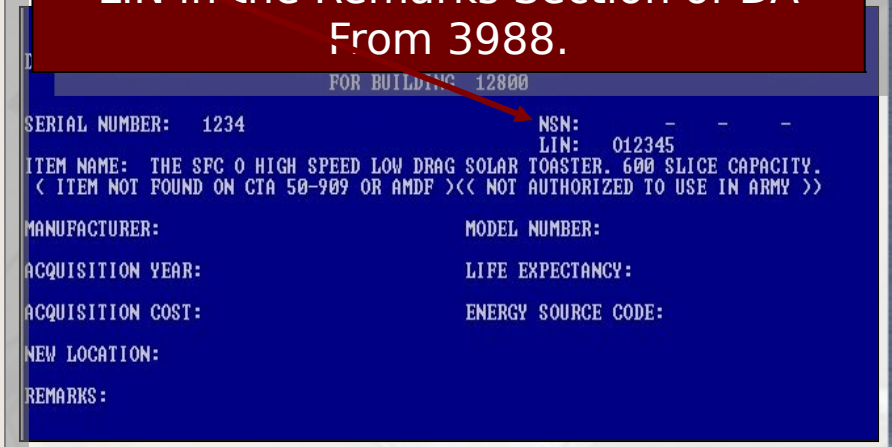
Step One - Continued

New Equipment (PV Program)

- Prepare DA Form 3988 IAW Hand Receipt and Data Plate
- Enter into AFMIS by NSN
- Enter into AFMIS by LIN
- Record information in the Remarks Section of DA Form 3988
- Review “Other” Equipment Listing
- Send to Food Program Manager


EQUIPMENT REPLACEMENT RECORD

Ensure you indicate if equipment can or cannot be entered by NSN and/or LIN in the Remarks Section of DA From 3988.



Beginning the Process - DFAC

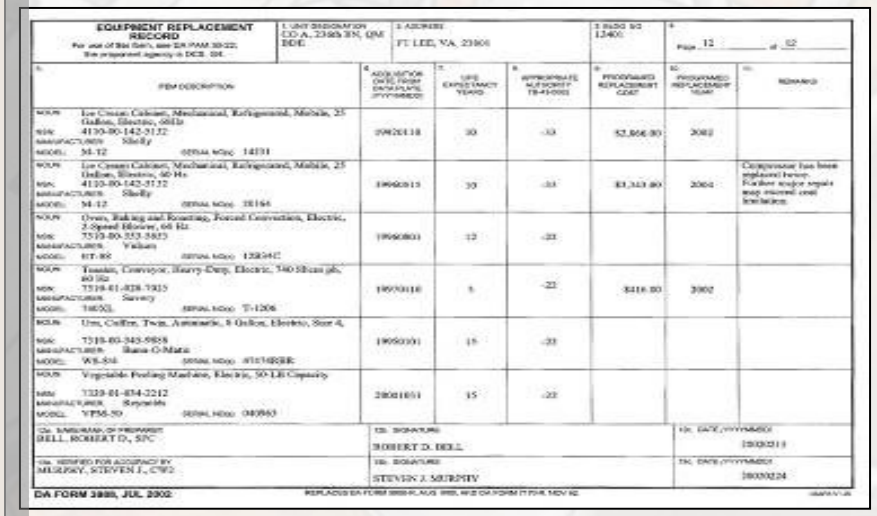
Step One - Continued

Existing Equipment

- Verify NSN / LIN to Hand Receipt
- Ensure LIN matches CTA 50-909

  (CTA 50-909 can be view through the Force Management System, or printed from DSS)
- Verify Acquisition Year and Life Expectancy – Adjust Life Expectancy **ONLY:** (discussed later…)
- Record discrepancies and adjustments in the Remarks Section of DA Form 3988 and in AFMIS
- Send DA Form 3988 to EPM

```
DATE:  10 Mar 96          UPDATE EQUIPMENT INVENTORY                  AJK-192
                             FOR BUILDING  12800

SERIAL NUMBER:   1234                              NSN:       -    -    -
                                                   LIN:   012345
ITEM NAME:  THE SFC O HIGH SPEED LOW DRAG SOLAR TOASTER. 600 SLICE CAPACITY.
 ( ITEM NOT FOUND ON CTA 50-909 OR AMDF )(( NOT AUTHORIZED TO USE IN ARMY ))

MANUFACTURER:                              MODEL NUMBER:

ACQUISITION YEAR:                          LIFE EXPECTANCY:

ACQUISITION COST:                          ENERGY SOURCE CODE:

NEW LOCATION:

REMARKS:
```



EQUIPMENT REPLACEMENT RECORD

DA FORM 3988, JUL 2002

Food Program Manager

Step Two

Upon receiving DA Form 3988 from the dining facility, the FPM should complete the following tasks to ensure equipment records can be entered into AFMIS and that the information entered is accurate – providing an audit trail.

New Equipment (PV Program)

- **Review DA Form 3988 for accuracy – note "Remarks"**
- **Access FMS – Force Management System**
- **Access DSS – Food Service Decision Support System**
- **Verify LIN to CTA 50-909 on both systems**
- **PBO uses FEDLOG – LIN match for audit trail**
- **Coordinate with ACES, FED**

Ensure Replacement Year is correct.

Existing Equipment

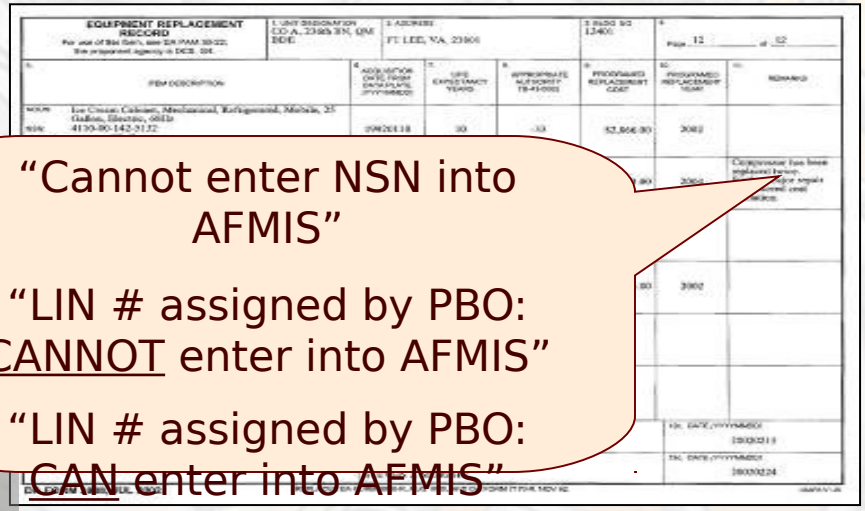
- **Same as above…**
- **Verify NSN is matched/assigned to LIN (AFMIS)**

Food Program Manager Tasks

Step Two - Continued

New Equipment (PV Program)

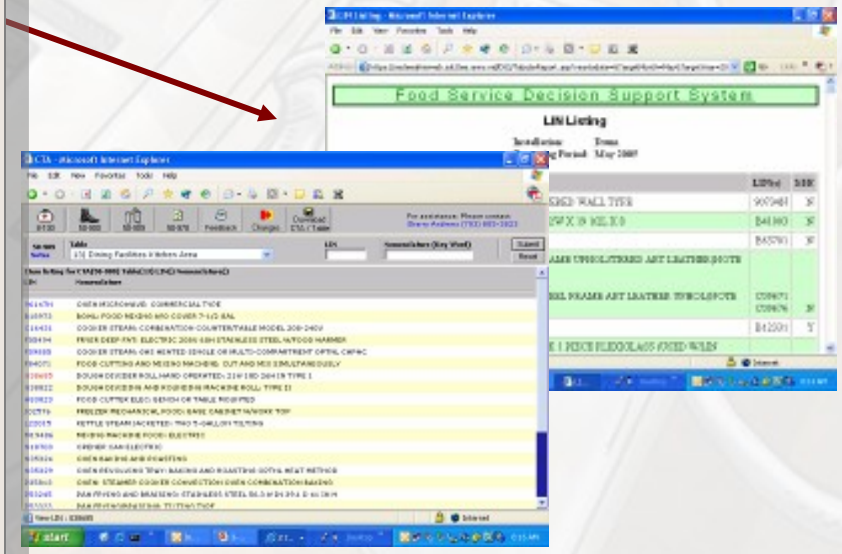
- Review DA Form 3988
- Note entries in the "Remark section
- Verify LIN using FMS / DSS
- Coordinate with ACES, FED to ensure a "standard" is established
- Inform the SFOS / Dining Facility Manager of changes
- Changes to CTA 50-909, FEDLOG, and AFMIS take time.



"Cannot enter NSN into AFMIS"

"LIN # assigned by PBO: CANNOT enter into AFMIS"

"LIN # assigned by PBO: CAN enter into AFMIS"

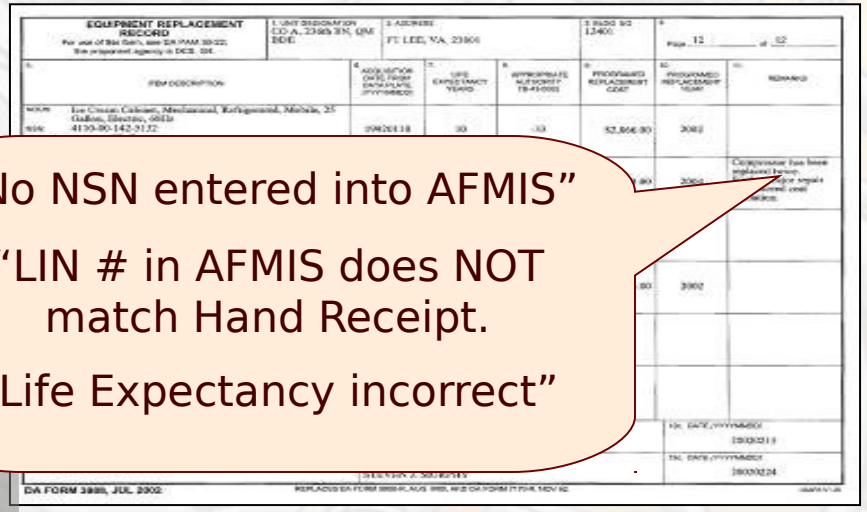


Food Program Manager Tasks

Step Two - Continued

Existing Equipment

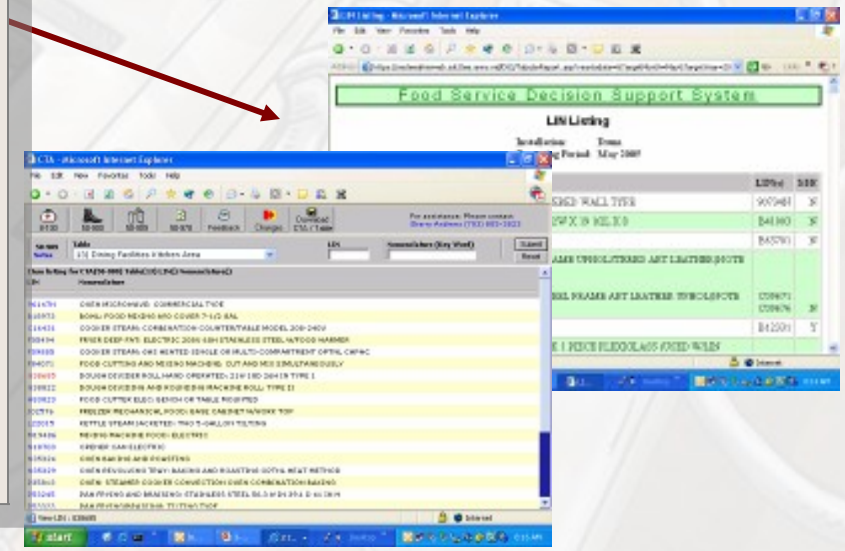
- Review DA Form 3988
- Note entries in the “Remark section
- Verify LIN using FMS / DSS
- Coordinate with ACES, FED to ensure a “standard” is established
- Review and Note “Replacement Year”
- Inform the SFOS / Dining Facility Manager of changes



“No NSN entered into AFMIS”

“LIN # in AFMIS does NOT match Hand Receipt.

“Life Expectancy incorrect”



SFOS / DFAC Manager Tasks

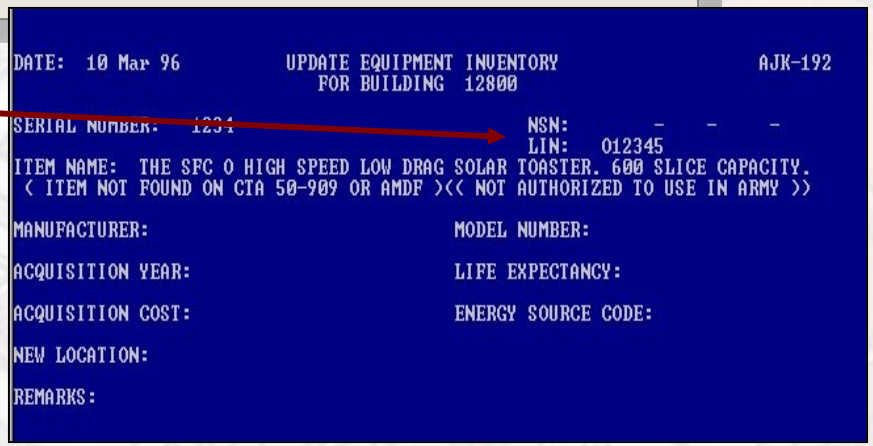
Step Three – Equipment Processing

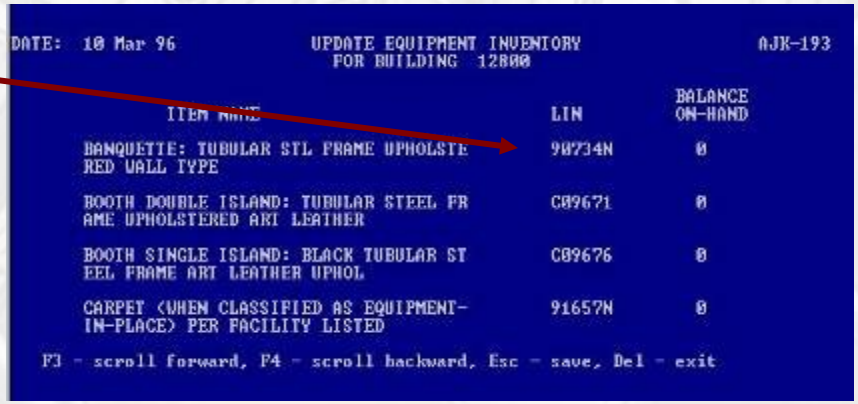
When a NSN, LIN, or updates are communicated to the SFOS / DFAC Manager, he or she can enter in “New” equipment or update existing equipment in AFMIS.

- Enter Equipment by NSN
- Enter Equipment by LIN

(When entered in by LIN only, the DFAC will have to enter in the Life Expectancy.)

- Changes to Replacement Year through Life Expectancy
- Review “Other” Equipment Listing
- Ensure Records are Accurate
- Update Annually or As Required



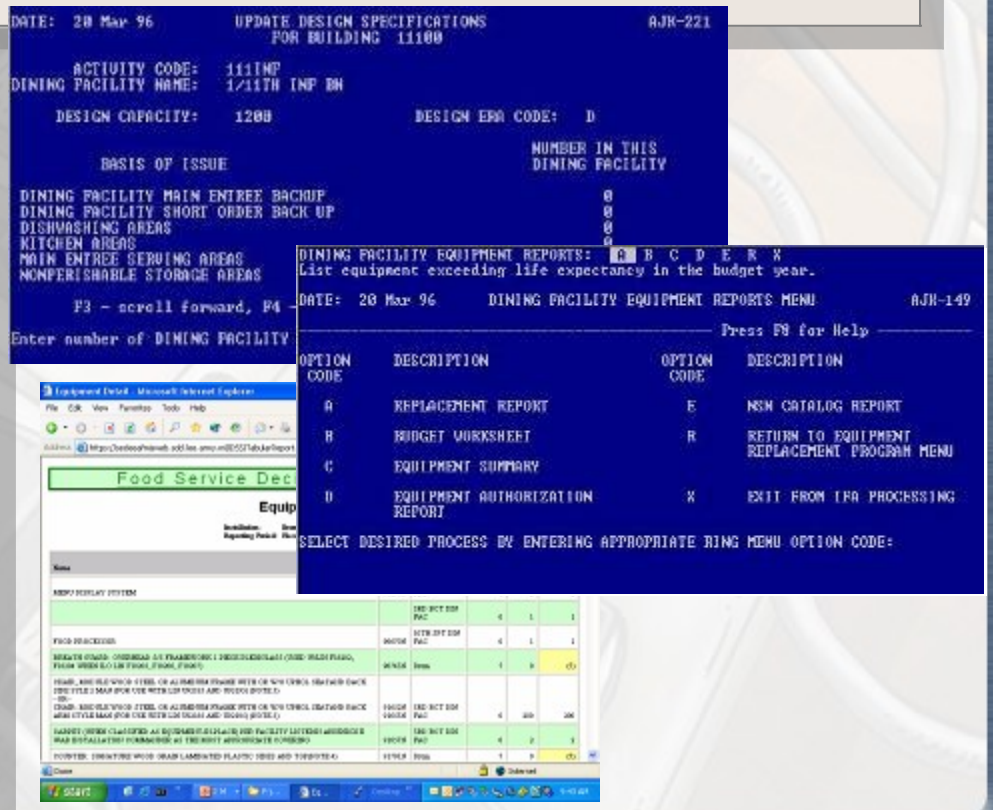


FPM Tasks

Step Four – Budgeting

There are several Reports available for the Food Program Manager to review and budget for equipment. It is however, important that the dining facility can enter in equipment, that equipment entered in is accurate, and the system is “setup” to accurately cost equipment.

- Ensure dining facilities BOI is accurate
- Ensure dining facility equipment records are accurate prior to running budget reports - DSS
- Print Replacement by Dining Facility
- Print Replacement for Installation
- Print Budget Worksheet
- Research “costs” using DSS


DATE: 20 Mar 96 UPDATE DESIGN SPECIFICATIONS AJK-221
FOR BUILDING 11100
ACTIVITY CODE: 111INF
DINING FACILITY NAME: 1/11TH INF BN
DESIGN CAPACITY: 1200 DESIGN ERA CODE: D
BASIS OF ISSUE
NUMBER IN THIS DINING FACILITY
DINING FACILITY MAIN ENTREE BACKUP 0
DINING FACILITY SHORT ORDER BACK UP 0
DISHWASHING AREAS 0
KITCHEN AREAS 0
MAIN ENTREE SERVING AREAS
NONPERISHABLE STORAGE AREAS
F3 - scroll forward, F4 -
Enter number of DINING FACILITY
DINING FACILITY EQUIPMENT REPORTS: A B C D E R X
List equipment exceeding life expectancy in the budget year.
DATE: 20 Mar 96 DINING FACILITY EQUIPMENT REPORTS MENU AJK-149
Press F9 for Help
OPTION CODE
DESCRIPTION
OPTION CODE
DESCRIPTION
A REPLACEMENT REPORT
E NSN CATALOG REPORT
B BUDGET WORKSHEET
R RETURN TO EQUIPMENT REPLACEMENT PROGRAM MENU
C EQUIPMENT SUMMARY
D EQUIPMENT AUTHORIZATION REPORT
X EXIT FROM IFA PROCESSING
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
Food Service Dec
Equip

Equipment Replacement Process

Conclusion

The Equipment Replacement Process begins with the SFOS / DFAC Manager. They should ensure DA Form 3988 has ALL pertinent information, if available, recorded prior to sending forward, to include, any “Remarks” pertaining to the equipment.

New Equipment (PV Program)

- **Should match FEDLOG, CTA 50-909, and AFMIS**
- **Coordinate with ACES, FED**

Existing Equipment

- **Ensure equipment is entered in AFMIS correctly.**
- **Check NSN and/or LIN against the hand receipt (PBO).**
- **Record discrepancies on DA Form 3988.**

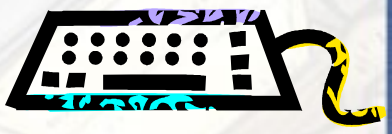
For more information, Visit the ACES Web, AFMIS Training.

Menu Planning Tools & Tasks

This presentation is an overview of the Menu Planning processes when using AFMIS. The goal is to present several “tools” available in AFMIS for the SFOS / DFAC Manager to use during menu planning and some of the “tasks” that should be accomplished by the FPM that help ensure budgetary compliance and ease when planning menus.

Topics:

- **Management Review**
- **FPM Tasks**
- **DFAC Manu Planning**
- **Reports**



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References

DFO Manual

FPM Manual

DFO Menu Tree

FPM Menu Tree

TM 10-412

Identifying the areas that can prevent the manager from meeting budgetary guidelines - BDFA

Management Review

Areas that can cause problems

Listed below are areas that can make the menu planning process difficult for the SFOS / DFAC Manager. When discrepancies are noted, the FPM should be contacted IAW local policy. Discrepancies should be corrected in a timely manner to prevent Account Status fluctuations.

Menu Review

- **Master Menu Mix – Variety**
- **Cost per 100 – Indicate recipe problems**
- **Templates – Periodically review and cost**

Recipe Review

- **Review Header Information**
- **Review Ingredients based on 100 portions**
- **AFMIS - TM 10-412 Match**
- **NIS Items on Recipes – AFMIS**
- **Review Instructions for Accuracy**

Report discrepancies to the FPM for correction.

Food Program Manager

Tasks that aide the SFOS / DFAC Manager

Menu Review & Maintenance

- Update Master Menu
- AR 30-22 Guidance
- Course Maintenance
- Global Recipe

DATE: 20 Mar 1996 MASTER MENU AJK-102
CHANGE Lunch 03/15/1996
RECIPE RECIPE NAME
C80501 COFFEE (AUTOMATIC URN)
G01300 CARROT CAKE(MIX)W/FROSTI
L07600 BEEF MANICOTTI
L12500 CHIPPER PERCH
M01400 COTTAGE CHEESE AND TOMAT
M03300 LETTUCE AND TOMATO SALAD
P01400 BAKED POTATOES
S00100 ASSORTED FRUIT
S00300 BEVERAGE BASE PWDR
S00301 INSTANT TEA
S00400 BULK MILK
S00500 TEA BAGS
S00501 HOT CHOCOLATE
S00800 ASSORTED BREAD
F1 Key Add a Recipe
F2 Key Delete a Recipe
Delete a Duplicate Recipe
Delete a Blank line
F3 Key advance to next page
F4 Key return to previous page
F7 Key Restore Recipe Number
(ESC) Key Update Database
(DELETE) Key cancel processing
Use Arrow & Return keys to
move between fields and rows

DATE: 20 Mar 1996 EDIT COURSE & TITLES MAINTENANCE AJK-324
COURSE NO COURSE TITLE SEQ NO
1 SOUPS / APPETIZERS 1
2 ENTREES - MAIN 2
3 SIDES 3
4 SALADS 4
5 BREADS/ROLLS 5
6 SHORT ORDER 6
7 DESSERTS 7
8 COMBO MEALS 8
9 SANDWICH BAR 9
10 PASTA BAR 10
PRESS (ESC) WHEN FINISHED WITH SCREEN
F1-INSERT F2-DELETE F3-SCROLL DOWN F4-SCROLL

DATE: [20 Mar 1996] GLOBAL MASTER MENU MAINTENANCE AJK-023
TYPE OF GLOBAL CHANGE: ADD [ ] REPLACE [ ] DELETE [ ]
RECIPE NUMBER: [ ] RECIPE NAME: [ ]
REPLACED BY : [ ] RECIPE NAME: [ ]
MENU DATES FROM: [ ][ ][ ] TO [ ][ ][ ]
MENU MEAL: [ ]
Type of Meals
A = Breakfast
B = Lunch
C = Short Order
D = Dinner
Press (DELETE) to exit the process.

Food Program Manager

Tasks that ~~will ensure DFAC has cur~~rent costs

Recipe Update: Ingredients

- Master Item File Review
- MIF Reconciliation

DATE: 20 Mar 96
INSTALLATION FOOD ADVISOR SUBSYSTEM
MASTER ITEM FILE INQUIRY
AJK-112
NSN/MCN 8905004039592
NOMENCLATURE BACON SLICED FZN SHINGLE
UNIT/ISSUE LB
UNIT PACK CS
CURRENT PRICE $1.72
UNIT PACK QTY 53
PERISHABILITY P
CONV FACTOR 1.0000
Press DELETE Key for Interrupt Menu
To Print Report . . . Press ESC Key after viewing selected data

INSTALLATION FOOD ADVISOR
UNMATCHED INGREDIENTS (NSN)
AJK-134
RECIPE NO: A01305 RECIPE NAME: APRICOTS, FRESH
NSN ITEM NAME
8915001271861 APRICOTS FRESH JUMBO <--- Unmatched Ingredients
APRICOT <==== Enter keyword (*##########*)
for list of MIF Substitute items
8930008517056 JAM, APRICOT 18 OZ
F3 Key advance to next page
F4 Key advance to previous page
CTRL-U Update Ingredient file
CTRL-D Reenter Item Name
ESC Key continue w/o update
<DELETE> to exit the process

DATE: 20 Mar 1996
AJK-224
TISA - DPO MASTER ITEM FILE RECONCILIATION
NSN: 8905 - 01 - E09 - 1703 DPO MIF RECORD 11 OF 642
TISA DPO
ITEM NAME: BACON, TURKEY 34/38
UNIT OF ISSUE: LB
PRICE: $2.20
SOURCE:
PERISHABILITY: P
DOD DEL SCHED:
PROBLEM: Item is not available for issue.
PRESS <DELETE> TO EXIT
Flag for deletion? Y/N

Use the Bulletin Board to post changes to MIF

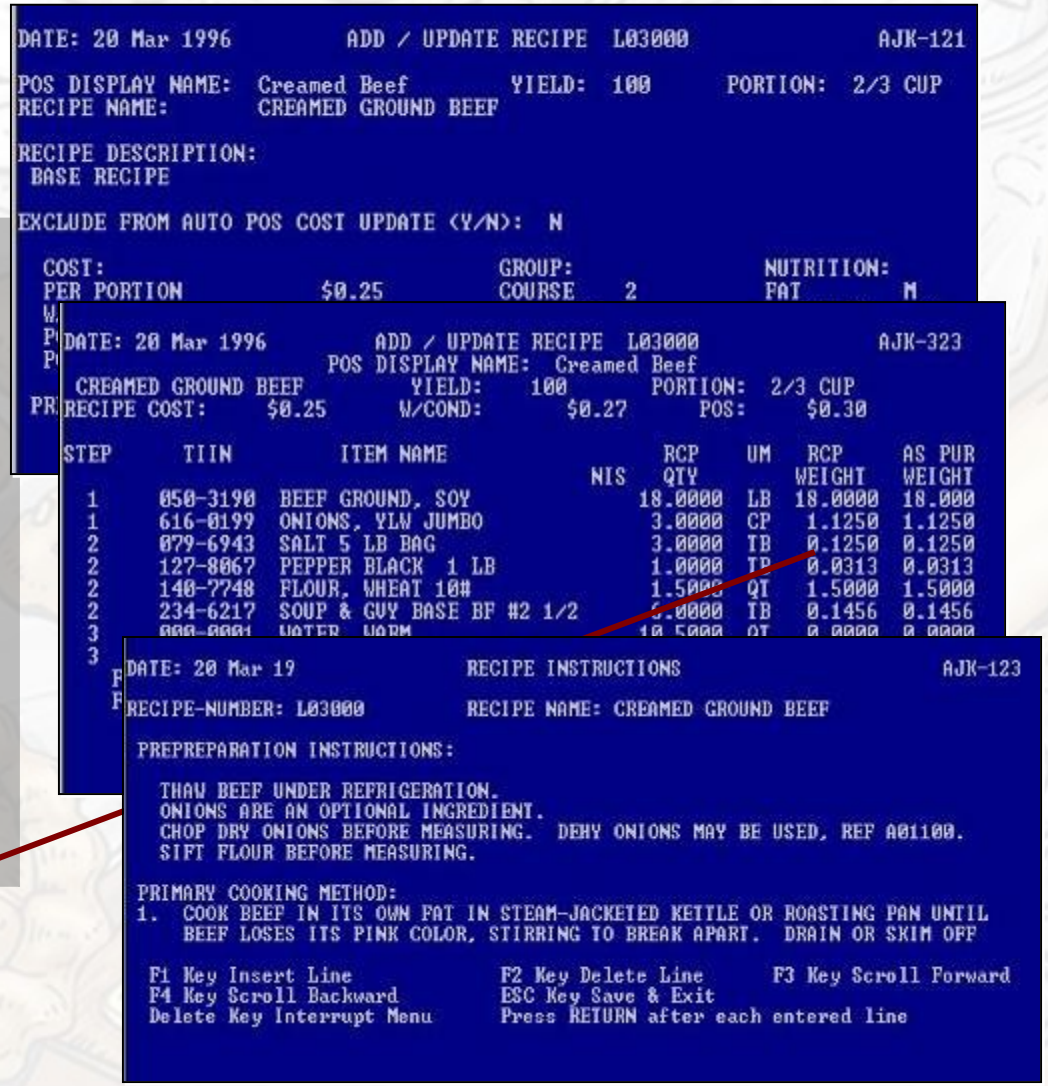
Food Program Manager

Tasks that will ~~ensure DFAC has up-to-~~date Recipes

Single Recipe Update

- TM 10-412 Reference
- Recipe Header
- Recipe Ingredients
- Conversion Factors
- Recipe Instructions
- Sending to DFAC

Conversion Factors are found in the Manual


DATE: 20 Mar 1996 ADD / UPDATE RECIPE L03000 AJK-121
POS DISPLAY NAME: Creamed Beef YIELD: 100 PORTION: 2/3 CUP
RECIPE NAME: CREAMED GROUND BEEF
RECIPE DESCRIPTION:
BASE RECIPE
EXCLUDE FROM AUTO POS COST UPDATE (Y/N): N
COST: GROUP: NUTRITION:
PER PORTION $0.25 COURSE 2 FAT M
DATE: 20 Mar 1996 ADD / UPDATE RECIPE L03000 AJK-323
POS DISPLAY NAME: Creamed Beef
CREAMED GROUND BEEF YIELD: 100 PORTION: 2/3 CUP
RECIPE COST: $0.25 W/COND: $0.27 POS: $0.30
STEP TIIN ITEM NAME NIS RCP QTY UM RCP WEIGHT AS PUR WEIGHT
1 050-3190 BEEF GROUND, SOY 18.0000 LB 18.0000 18.000
1 616-0199 ONIONS, YLW JUMBO 3.0000 CP 1.1250 1.1250
2 079-6943 SALT 5 LB BAG 3.0000 TB 0.1250 0.1250
2 127-8067 PEPPER BLACK 1 LB 1.0000 TB 0.0313 0.0313
2 140-7748 FLOUR, WHEAT 10# 1.5000 QT 1.5000 1.5000
2 234-6217 SOUP & GVY BASE BF #2 1/2 1.0000 TB 0.1456 0.1456
3 888-8881 WATER, WARM 10.5000 QT 0.0000 0.0000
3
DATE: 20 Mar 19 RECIPE INSTRUCTIONS AJK-123
RECIPE-NUMBER: L03000 RECIPE NAME: CREAMED GROUND BEEF
PREPREPARATION INSTRUCTIONS:
THAW BEEF UNDER REFRIGERATION.
ONIONS ARE AN OPTIONAL INGREDIENT.
CHOP DRY ONIONS BEFORE MEASURING. DEHY ONIONS MAY BE USED, REF A01100.
SIFT FLOUR BEFORE MEASURING.
PRIMARY COOKING METHOD:
1. COOK BEEF IN ITS OWN FAT IN STEAM-JACKETED KETTLE OR ROASTING PAN UNTIL BEEF LOSES ITS PINK COLOR, STIRRING TO BREAK APART. DRAIN OR SKIM OFF
F1 Key Insert Line F2 Key Delete Line F3 Key Scroll Forward
F4 Key Scroll Backward ESC Key Save & Exit
Delete Key Interrupt Menu Press RETURN after each entered line

Dining Facility Menu Planning

Management Guidelines

AFMIS provides a wide variety of “Management Tools” that aide in the Menu Planning process. Using these tools will ensure menus are well balanced and cost effective; however, a few “guidelines” should be followed:

Menu Guidelines

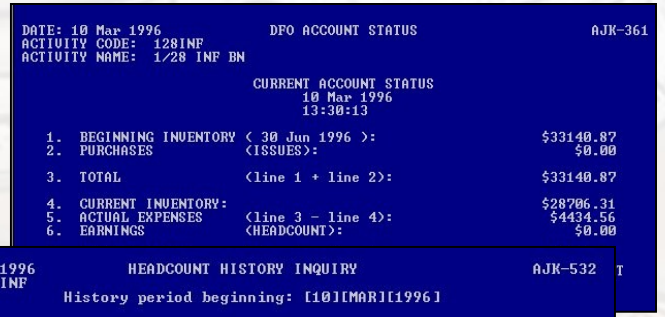
- Management Planning can begin 20 days from Consumption Date.
- 2-2-3 Issue Frequency Schedule DOES NOT help in planning.
- Account Status is a “Management Tool”, NOT an “Evaluation Tool”.
- Recipes MUST be up-to-date: NO NIS – Will not cost accurately.
- MIF MUST be up-to-date: NO NIS – Shopping Lists will be inaccurate.
- Check BOH and PV Orders.
- Review Templates for cost effectiveness and acceptance.
- Productions Schedules: Main Line Only – Do Not breakout Short Orders.
- Portions for SOP Items should be estimated: Do Not use 1 or 0

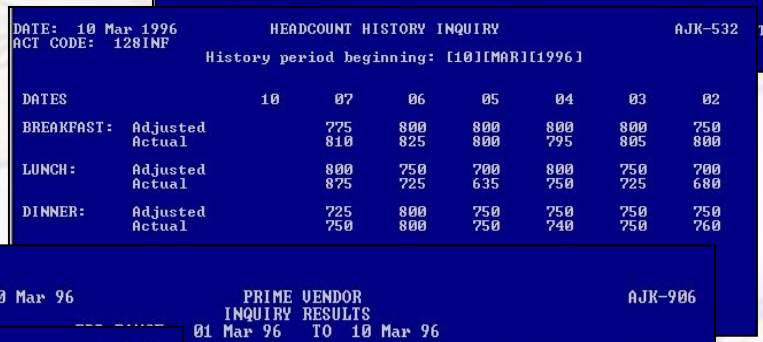
Dining Facility Menu Planning

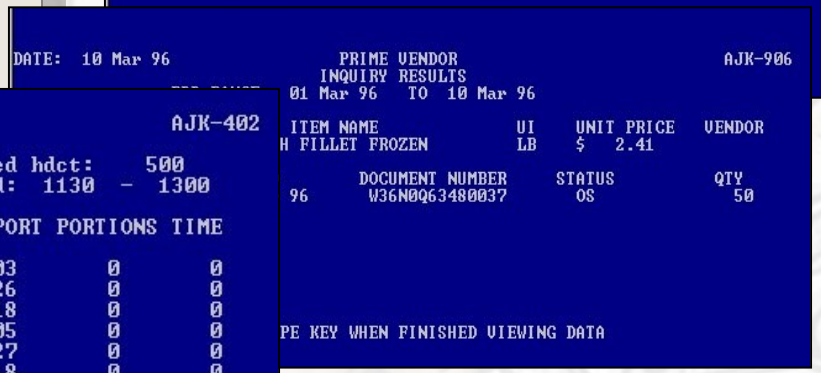
Management Tools

Menu Planning

- Review Issue Frequency Schedule
- Review Account Status
- Review Headcount History
- Review Balance on Hand
- Review PV Orders
- Create “Working” Production Schedules


DATE: 10 Mar 1996 DFO ACCOUNT STATUS AJK-361
ACTIVITY CODE: 128INF
ACTIVITY NAME: 1/28 INF BN
CURRENT ACCOUNT STATUS
10 Mar 1996
13:30:13
1. BEGINNING INVENTORY (30 Jun 1996): $33140.87
2. PURCHASES (ISSUES): $0.00
3. TOTAL (line 1 + line 2): $33140.87
4. CURRENT INVENTORY: $28706.31
5. ACTUAL EXPENSES (line 3 - line 4): $4434.56
6. EARNINGS (HEADCOUNT): $0.00




DATE: 10 Mar 96 PRIME VENDOR AJK-906
INQUIRY RESULTS
01 Mar 96 TO 10 Mar 96
ITEM NAME UI UNIT PRICE VENDOR
H FILLET FROZEN LB $ 2.41
DOCUMENT NUMBER STATUS QTY
96 W36N0Q63480037 OS 50
PE KEY WHEN FINISHED VIEWING DATA

DATE: 10 Mar 1996 PRODUCTION SCHEDULE AJK-402
Meal date: [20][MAR][1996] Adjusted hdct: 500
Meal type: LUN Template No: Serv Pd: 1130 - 1300
PREPARER RECIPE NO RECIPE NAME CRS SEQ COST/PORT PORTIONS TIME
P00101 BEEF BARLEY SOUP 1 0 $0.03 0 0
L01500 STEAK SMOTHERED W/ ONIO 2 0 $1.26 0 0
L11906 FISH AMANDINE 2 0 $0.18 0 0
E00500 STEAMED RICE 3 0 $0.05 0 0
Q02702 MEXICAN CORN 3 0 $0.27 0 0
Q04400 BAKED POTATOES 3 0 $0.18 0 0
M01200 COTTAGE CHEESE SALAD 4 0 $0.73 0 0
M04800 TOSSED VEGETABLE SALAD 4 0 $0.08 0 0
D03200 HARD ROLLS 5 0 $0.05 0 0
Total meal cost: $0.00
PRESS <ESC> WHEN FINISHED WITH SCREEN

Dining Facility Menu Planning

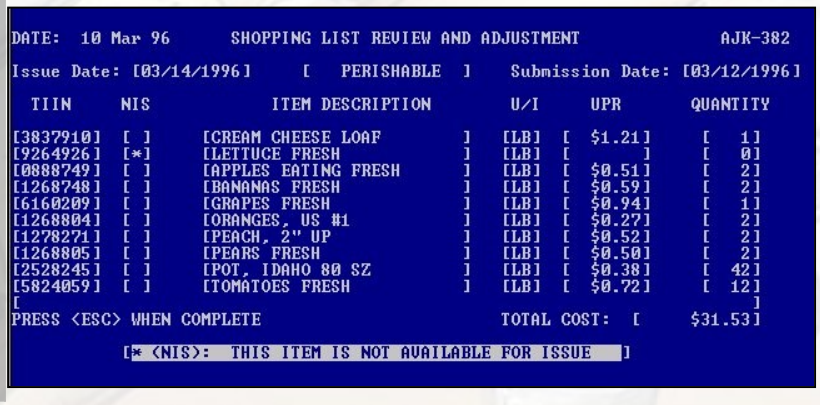
Management Production

Menu Production

- Create “Working” Shopping List
- Review Projected Account Status
- Review Master Item File
- Review / Update Shopping Lists
- Print Reports AFTER Issue
  - Production Schedules
  - Kitchen Requisition Worksheet
  - Additional Production Schedules
  - Dieter’s Menu
  - Outside Menu
  - Recipes

```
DATE:  10 Mar 1996            PROJECTED ACCOUNT STATUS                  AJK-389

Projected period:[10 Mar 1996] - [17 Mar 1996] DF Inventory Value:[   $28706.31]

            EXPEND      EXPEND      EARNINGS    EARNINGS     ACCOUNT STATUS
DATE        TODAY       CUMULATIVE  TODAY       CUMULATIVE       DOLLAR

Cur Bal               [$326985.10]              [*********]     [  $4628.88]

[10]   [    $0.00] [$326985.10] [    $0.00] [*********]     [  $4628.88]
[11]   [    $0.00] [$326985.10] [    $0.00] [*********]     [  $4628.88]
[12]   [    $0.00] [$326985.10] [    $0.00] [*********]     [  $4628.88]
[13]   [    $0.00] [$326985.10] [    $0.00] [*********]     [  $4628.88]
[14]   [    $0.00] [$326985.10] [    $0.00] [*********]     [  $4628.88]
[15]   [  $123.83] [$327108.93] [  $200.00] [*********]     [  $4552.71]
[16]   [    $0.00] [$327108.93] [    $0.00] [*********]     [  $4552.71]
[17]   [    $0.00] [$327108.93] [    $0.00] [*********]     [  $4552.71]

Press ESC when finished
[                                                                       ]
```

```
DATE: 10 Mar 96          DINING FACILITY OPERATIONS              PCN AJK-PZ1
ACT CODE:  128INF          MASTER ITEM FILE REPORT

      NSN                        ITEM NAME                U/I       U/P    PC

8905-00-582-4039        SHRIMP P & D TAIL                LB        8.83    P
8905-00-960-2303        SHRIMP BREADED RAW               LB        5.81    P

  TOTAL ITEMS:   2                                                END PAGE   1
Press RETURN to exit process . . .
```



```
DATE:  10 Mar 96      SHOPPING LIST REVIEW AND ADJUSTMENT              AJK-382

Issue Date: [03/14/1996]     [   PERISHABLE   ]    Submission Date: [03/12/1996]

  TIIN     NIS          ITEM DESCRIPTION          U/I     UPR        QUANTITY

[3837910]  [ ]     [CREAM CHEESE LOAF          ]  [LB]  [  $1.21]     [   1]
[9264926]  [*]     [LETTUCE FRESH              ]  [LB]  [       ]     [   0]
[0888749]  [ ]     [APPLES EATING FRESH        ]  [LB]  [  $0.51]     [   2]
[1268748]  [ ]     [BANANAS FRESH              ]  [LB]  [  $0.59]     [   2]
[6160209]  [ ]     [GRAPES FRESH               ]  [LB]  [  $0.94]     [   1]
[1268804]  [ ]     [ORANGES, US #1             ]  [LB]  [  $0.27]     [   2]
[1278271]  [ ]     [PEACH, 2" UP               ]  [LB]  [  $0.52]     [   2]
[1268805]  [ ]     [PEARS FRESH                ]  [LB]  [  $0.50]     [   2]
[2528245]  [ ]     [POT, IDAHO 80 SZ           ]  [LB]  [  $0.38]     [  42]
[5824059]  [ ]     [TOMATOES FRESH             ]  [LB]  [  $0.72]     [  12]
[                                                                       ]
PRESS <ESC> WHEN COMPLETE                          TOTAL COST:  [    $31.53]

          [* (NIS):  THIS ITEM IS NOT AVAILABLE FOR ISSUE    ]
```

Menu Planning Tools & Tasks

Conclusion

The Menu Planning and Management Process is only as effective as the information in AFMIS. If information in AFMIS is NOT up-to-date, then the SFOS / DFAC Manager will have a difficult time maintaining and complying with Budgetary guidelines.

Menu & Recipe Review

- **Master Menu Review**
- **Recipe Review**

Disposition of Subsistence

FPM Support

- **Master Menu Updates**
- **Master Item File Reconciliation**
- **Recipes: Replace Ingredients & Updates**

Menu Planning & Management

- **Guidelines**
- **Management Tools & Menu Management**

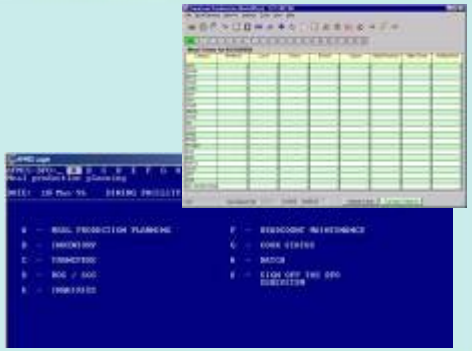
|Return|

Information Websites

This presentation will cover navigating the ACES Web for information and training, accessing the Army Learning Management System, and accessing the Army Training Help Desk.

Topics:

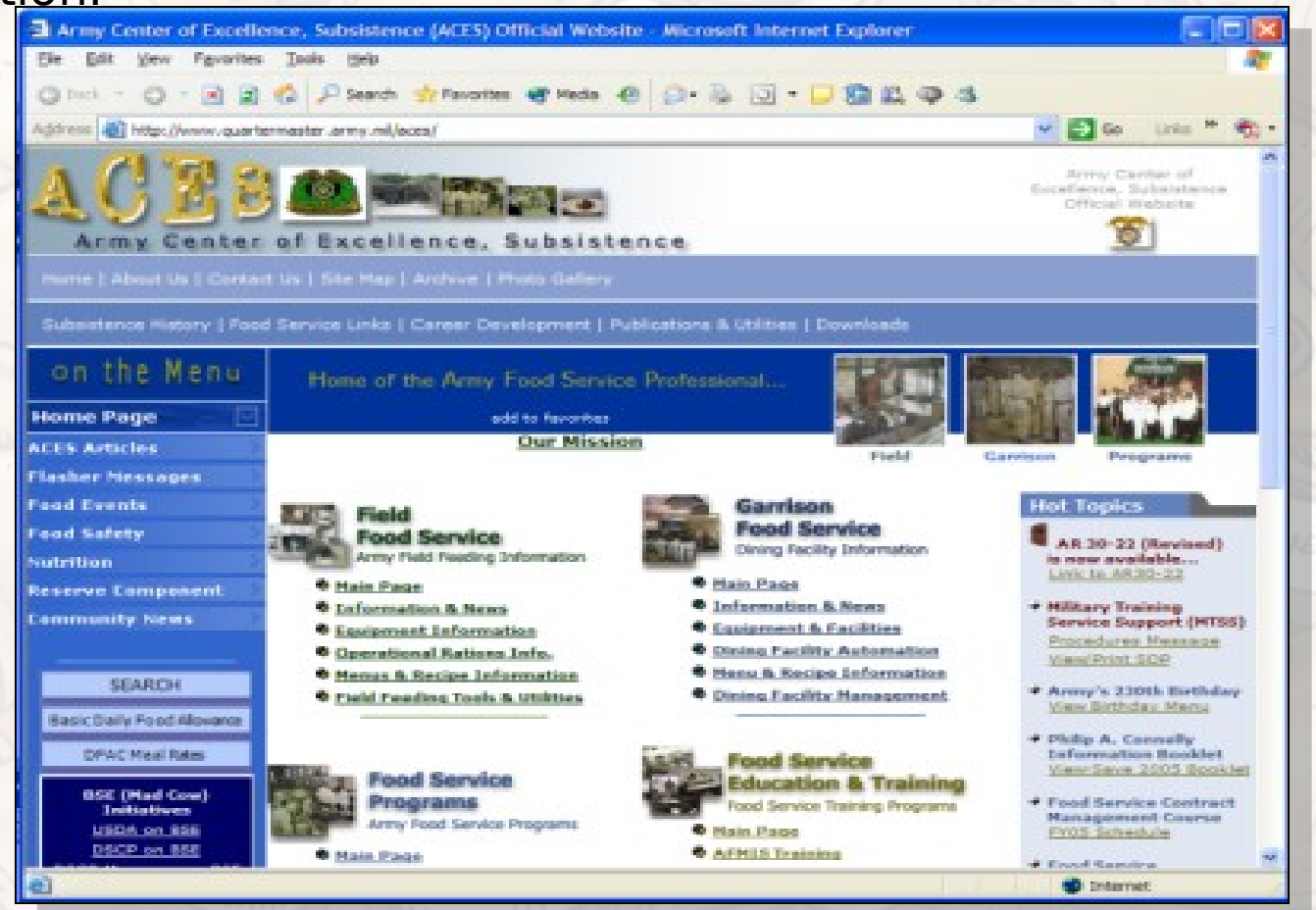
- **ACES Web Navigation.**
- **AFMIS Training.**
- **Learning Management System:**
  - **How to Access**
- **Army Training Help Desk:**
  - **How to Find and Ask Questions**



|Home|

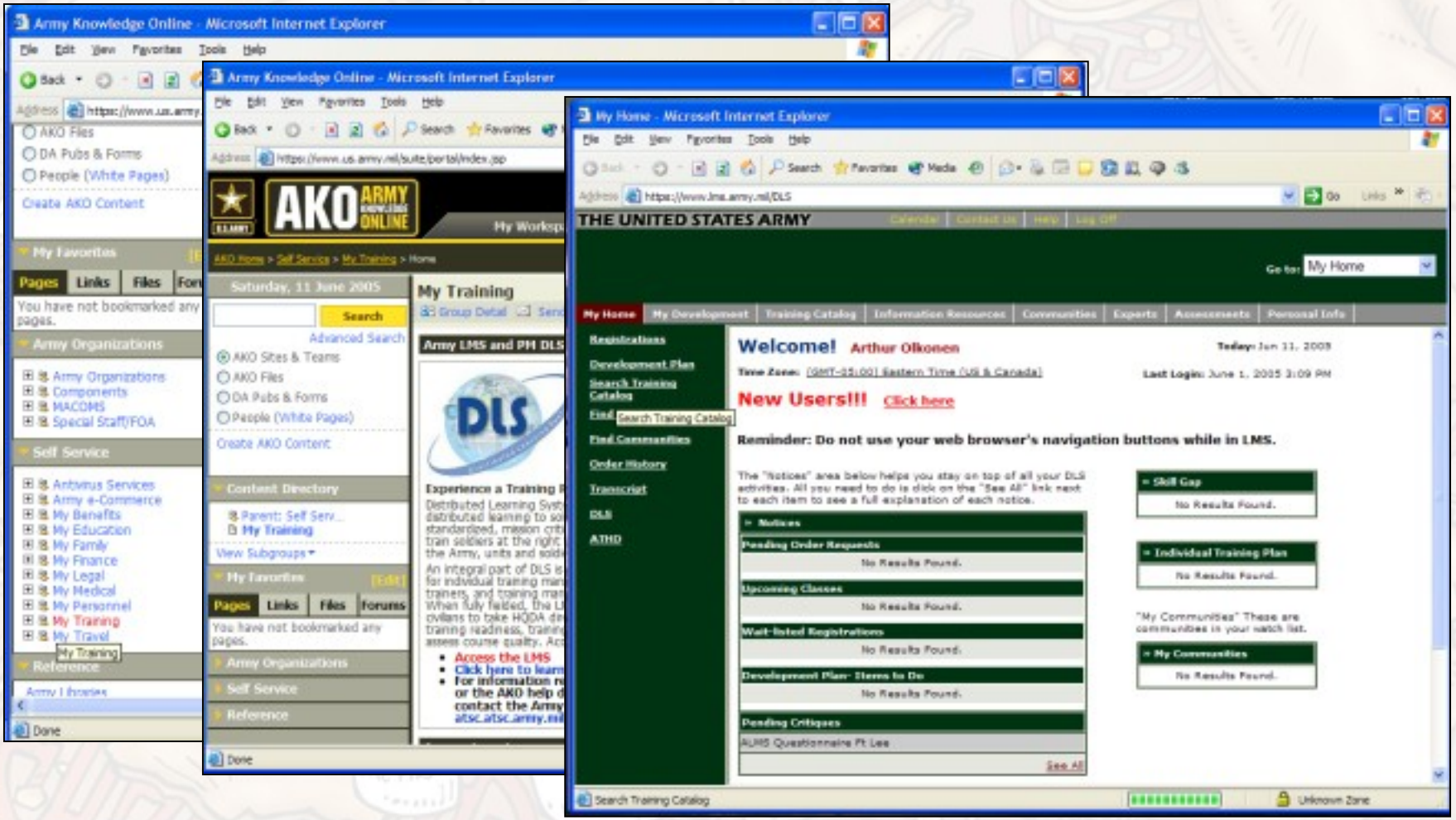
The ACES Website

The ACES Web is divided into 5 Major Areas. They are: General Information, Garrison Information, Field Information, and Training Information.



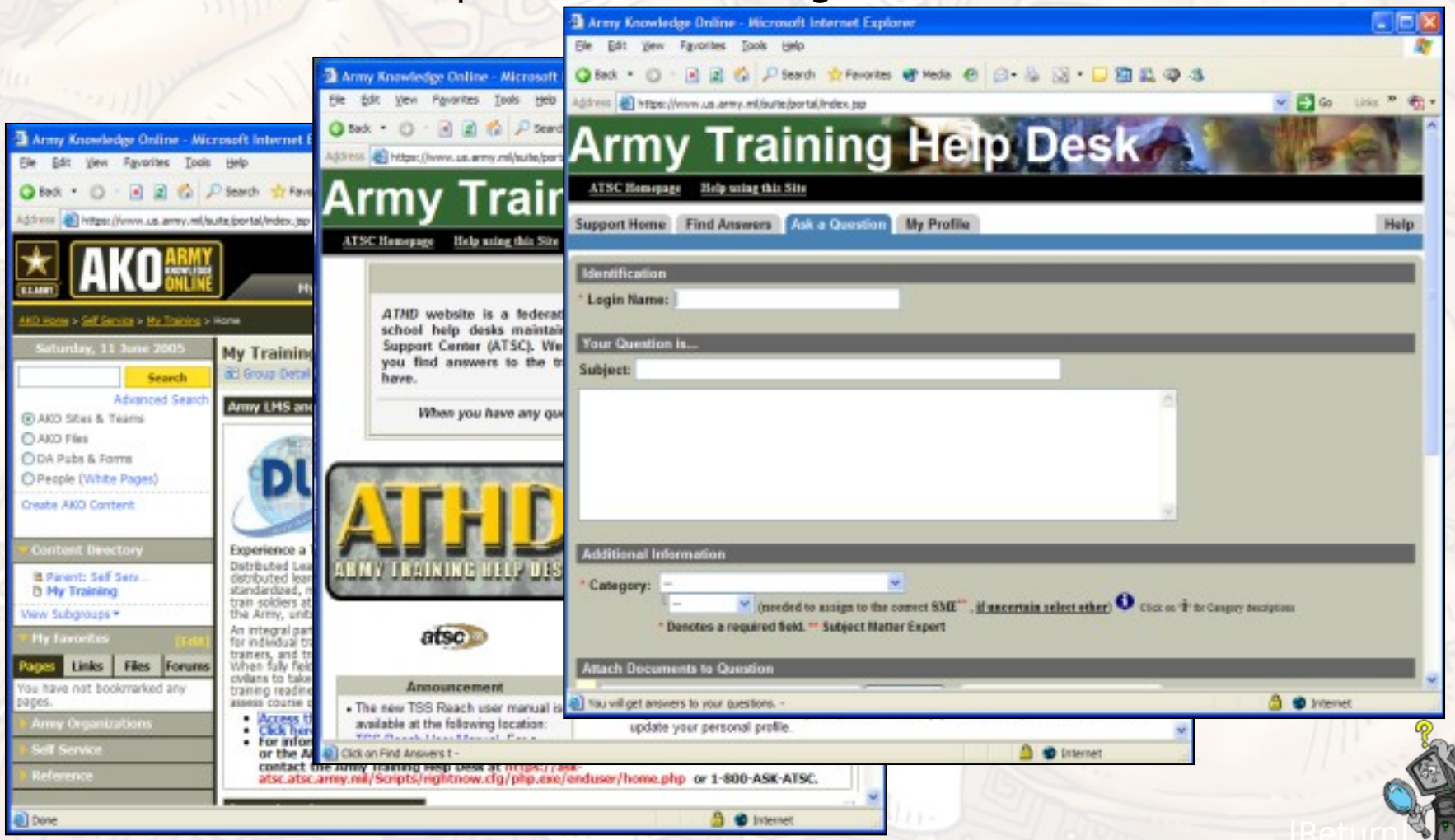
The Army Learning Management System

Access the Army Learning Management System (LMS) through AKO. Click on “My Training”.


Army Knowledge Online - Microsoft Internet Explorer
AKO
My Training
My Home - Microsoft Internet Explorer
THE UNITED STATES ARMY
Welcome!
New Users!!!
Click here
Reminder: Do not use your web browser's navigation buttons while in LMS.

The Army Training Help Desk

Access the Army Training Help Desk through AKO – My Training. Click on the Ask a question link to begin.



[Return]

The Manager's Tool Box Mini-Web

The Manager's Tool Box is a Mini-Web based program that will open in your Internet Browser's window. Many of the links within the program will open in a separate window allowing you to "switch" between references. References are in PDF format and require Acrobat Reader loaded on your computer.

For maximum results, Flash Player should also be loaded on your computer and your monitor's resolution set to 800X600.

Links to outside websites require connection to the Internet and may or may not connect due to the sites availability.

For assistance, please contact the AFMIS Training Manager at:

arthur.e.olkonen@us.army.mil - (email preferred)

ADDITIONAL PRESENTATIONS

DFAC OPERATIONS FPM OPERATIONS